

MINUTES OF THE
REGULAR MEETING OF THE
EMERY COUNTY SPECIAL SERVICE DISTRICT #1
May 9, 2016

Attendees at the meeting:

Chairman Kent Petersen

Board Members, Bevan Wilson, Richard Jensen, Merrill Swasey and Dean King
Howard Tuttle and Merrial Johansen, Johansen and Tuttle Engineering
Paul Cowley, Emery County Commissioner
Wayde Nielson, Emery County Road Department
Leslie Bolinder, Secretary for District

1. REVIEW SOUTH MOORE PHASE 11 BIDS. CONSIDERATION AND APPROVAL OF BID AWARD AND ASSOCIATED PAPERWORK.

The bid for this project was advertised and then opened in the office of the engineer on May 5, 2016. The bids were as follows:

Engineer's Estimate	\$268,025.00
Staker Parson	\$232,145.25
Nelco	\$298,722.50
Double E	\$349,747.45

The apparent low bidder was Staker Parson. The engineer noted that there was an addendum added for portable traffic lights on both ends of the project for public safety. A motion was made by Dean King to award the bid to Staker Parson and authorize the Chairman to sign the Bid Award, Notice to Proceed, and other paperwork to expedite the project. The motion was seconded by Richard Jensen and approved by all members present.

2. REVIEW BIDS FOR LITTLE WILD HORSE CULVERT/CHUTE CANYON DIP REPAIRS. CONSIDERATION AND APPROVAL OF BID AWARD AND ASSOCIATED PAPERWORK.

The bid for this project was advertised and then opened in the office of the engineer on May 5, 2016. The bids were as follows:

Engineer's Estimate	\$39,500.00
Double E	\$28,832.50
High Desert	\$29,993.90
TSJ	\$44,057.40
Staker Parson	\$47,140.00
Nelco	\$58,590.00
Harward & Rees	\$60,365.00

The apparent low bidder was Double E. A motion was made by Merrill Swasey to award the bid to Double E and authorize the Chairman to sign the Bid Award, Notice to Proceed, and other paperwork to expedite the project. The motion was seconded by Bevan Wilson and approved by all members present.

3. APPOINTMENT OF PROJECT MANAGER FOR SOUTH MOORE PHASE 11.

A motion was made by Bevan Wilson to appoint Kent Petersen as Project Manager for the South Moore Phase 11 project. The motion was seconded by Richard Jensen and approved by all members present.

4. APPOINTMENT OF PROJECT MANAGER FOR LITTLE WILD HORSE CULVERT/CHUTE CANYON DIP REPAIRS.

A motion was made by Bevan Wilson to appoint Dean King as Project Manager for Little Wild Horse Culvert/Chute Canyon Dip Repairs and he will assist if needed. The motion was seconded by Richard Jensen and approved by all members present.

5. DISCUSSION OF COOPERATIVE AGREEMENT WITH EMERY COUNTY FOR FENCING AT THE HUNTINGTON AIRPORT.

Commission Cowley explained that the Huntington Airport Manager has proposed a project to clear brush away from the end of the runway and then put up a new fence. The old fence was taken down and there is a safety concern of horses getting on the runway. This project will also allow more visibility for planes as they approach the runway. The county road department cleared the brush and in the process damaged the culvert. A new culvert was purchased and installed and those costs are to be included in the project. Utah Aeronautics thought they had grant monies available to help with this project. Johansen & Tuttle Engineering is working with the county to prepare the application to Utah Aeronautics for this project. The project may need match money. There was no action necessary as this was a discussion/information item. If the grant is awarded, the commissioner will get on the agenda to discuss the district managing the project for the airport. A decision should be made on whether or not the grant was awarded by next meeting.

6. RATIFY LETTER OF ENGAGEMENT, AND OTHER NECESSARY PAPER, WITH KIMBALL AND ROBERTS FOR FY2015 INDEPENDENT AUDIT.

Chairman Petersen was required to sign a letter of engagement for Kimball and Roberts, CPA to begin the independent audit for fiscal year 2015. He also signed a letter addressed to the county attorney to verify that there is no outstanding litigation against the district. Copies of these letter will be put in the file.

A motion to ratify the action of the chairman was made by Merrill Swasey. The motion was seconded by Dean King and approved by all members present.

7. JOHANSEN & TUTTLE ENGINEERING - UPDATE OF CURRENT PROJECTS.

South Moore Phase 10 - County Road 803

UDOT submitted an invoice for payment of \$1,452.35 for this project, which will be approved as part of the bills. UDOT will evaluate to see if there is any funding left over from the earmarked funds to make repairs on SR10 where the asphalt failed.

South Moore - Phase 11- County Road 803

See item #1.

Deer Creek Road Repairs

Paul Cowley set up a meeting today at 1:00 p.m. on the Deer Creek Road at the Huntington Plant. The meeting is to determine what level of condition that this road should be brought up to and who is going to pay for it.

Darrell Cunningham, Pacificorp, indicated that they have approximately \$275,000 budgeted to repair this road. That amount is far less than what the engineer estimates is needed to repair it properly. This amount is only enough for spot repair. Improvements to the intersection, which is UDOT's responsibility, isn't included in this amount.

This item will need to be discussed further at the next meeting.

Chip Seal State Park Roads

No action. This project is on the STIP list for 2020.

Lone Tree Bridge Replacement

No action. This project is on the STIP list for 2020.

Little Wild Horse/Chute Canyon Culvert/Dip

See item #2.

8. APPROVAL OF PAYMENT OF BILLS AND FINANCIAL REPORT DISCUSSION.

A. The bills and the financial report were reviewed and approved on a motion by Merrill

Swasey and a second by Dean King. The motion was approved by all members present.

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B. Leslie Bolinder informed the board the the check from the State of Utah for the Secure Rural Schools Payment was received this week. The check was for \$110,070.15 which was less than the budgeted amount.

9. DISCUSSION OF REQUIRED BOARD TRAINING.

The independent auditor informed the secretary that each board member needs to take the board member training provided by the Utah State Auditor within one year of appointment or reappointment. Leslie will get the information to the board members on how to accomplish this training. The chairman needs to make sure the board is trained on open meeting laws and GRAMA annually. The secretary needs to take the test certifying her as Records Officer (GRAMA) for the district.

10. DISCUSSION AND APPROVAL OF DISTRIBUTION OF MINERAL LEASE REVENUE FOR FEBRUARY 2016.

Emery County received the mineral lease revenue report for February 2016 and the credit due to Deer Creek Mine Closure has been paid back. Therefore, there was a little distribution to all districts in the county as follows:

The distribution as per Emery County Resolution 12-15-15A was as follows:

ECSSD#1	\$9,914.69
CVSSD	\$3,244.81
Fire SSD	\$2,163.20
Recreation SSD	\$2,163.20
North Emery Water Users SSD	\$540.80

A motion to ratify this distribution was made by Merrill Swasey. The motion was

seconded by Richard Jensen and approved by all members present.

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11. APPROVAL OF APRIL 11, 2016 MEETING MINUTES.

The minutes for the April 11, 2016 regular meeting were approved on a motion by Bevan Wilson and a second by Dean King. The motion was approved by all members present.

ADJOURNMENT

The meeting was adjourned as the agenda came to the end. The next meeting is scheduled for June 13, 2016.

Approved by:

Kent Petersen, Chairman

BILLS APPROVED BY ECSSD#1

May 9, 2016

Emery County - 98-4000-2800 - Telephone	\$30.00
Utah Department of Transportation - South Moore Phase 10 98-4000-98-4000-7650	\$1,452.35
Bevan K. Wilson - 98-4000-6210- Board Meeting Stipend/Project Mgr.	\$300.00
98-4000-2300 - Mileage	\$ 30.24
98-4000-2800 - Cell Phone	<u>\$</u>
<u>50.00</u>	
	\$330.24
Dean King - 98-4000-6210 - Board meeting Stipend/Project Mgr.	\$300.00
98-4000-2300 - Mileage	\$267.84
98-4000-2800 - Cell Phone	<u>\$</u>
<u>50.00</u>	
	\$617.84
Kent Petersen - 98-4000-6210 - Board meeting Stipend/Project Mgr.	\$300.00
98-4000-2300 -Mileage & Refreshments	\$30.24
98-4000-2800 - Cell Phone	<u>\$50.00</u>
	\$380.24
Richard Jensen - 98-4000-2800- Cell Phone	\$50.00
98-4000-2300 - Mileage/Expenses	\$22.14
98-4000-6210 - Board member Stipend/Project Mgr.	<u>\$300.00</u>
	\$372.14
Merrill Swasey - 98-4000-2800 - Cell Phone	\$50.00
98-4000-2300- Mileage/Expenses	

\$40.50

98-4000-6210 - Board Member Stipend/Project Mgr.

\$300.00

\$390.50

TOTAL: \$3,573.31

May 11, 2016

Steven Barton
Emery County Treasurer
Emery County Courthouse
Castle Dale, UT 84513

Dear Steve:

Please transfer sufficient funds from PTIF 1325 to ECSSD#1 checking account to cover bills approved in their regularly scheduled meeting on May 9, 2016 (attached).

Thank you.

Sincerely,

Leslie Bolinder, Secretary for District

cc: Brenda Tuttle